

## **POLICE OFFICER FIRST CLASS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is work in the police department involving routine patrol and traffic work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Employees usually work in company with another officer. Work involves making regular patrols, directing traffic, and investigating accidents, crimes, or suspicious activity in accordance with the prescribed departmental rules and regulations and assisting sergeant with clerical-dispatcher duties. Employees of this class must use independent judgment when faced with emergency situations. Work is reviewed by a superior officers through inspection, observation, and reports.

### **EXAMPLES OF WORK**

(NOTE: These examples indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Patrols in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons and violators; investigates vehicles abandoned, parked illegally, or under suspicious circumstances;

Directs traffic to reduce and eliminate congested traffic conditions;

Investigates accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic;

Makes arrests and prefers charges; appears in court as a witness;

Aids in maintaining order in crowds and in public gatherings;

Attends classes of instruction, reads and studies assigned materials, and prepares for standard performance of work and advancement;

Performs routine clerical and dispatcher work and relieves or assists employees of higher rank;

Instructs lower ranking employees in basic police work;

Performs various related duties as assigned or required.

#### **QUALIFICATION REQUIREMENTS**

Must be a regular and permanent employee with one (1) year service in the class of Police Officer on the closing date of application for examination;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must successfully pass civil service examination testing aptitude for beginning work in class.

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